



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



### **BUILDING BYLAW NO. 234, 1994**

**Adopted: December 5, 1994**

#### Office Consolidation

This document is an office consolidation of Building Regulations Bylaw No. 234, 1994 with subsequent amendments adopted by the Village of Lions Bay.

All persons making use of this consolidation are reminded that it has no Council sanction that amendments have been incorporated only for convenience of reference, and that for all purposes of interpretation and application, the original bylaws should be consulted. The Village of Lions Bay will, in no event, be liable or responsible for damages of any kind arising out of the use of this consolidation.

This is not the official version of Building Regulations Bylaw No. 234, 1994, as amended, nor is it admissible in a court of law. For such purposes, official certified copies of the original bylaws can be obtained from the Village Office or by contacting us at: [admin@lionsbay.ca](mailto:admin@lionsbay.ca)

#### **List of Amending Bylaws**

<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>Adopted or In Force</b>
330	2	Replaces Schedule D	March 4, 2002
465	3.1(6)	Amends section 21 and deletes Schedule D	September 2, 2014
497	5.1.6	Amends section 21	December 20, 2016 / January 1, 2017
524	2-4 5 6 7 8	Amends reference to Fees Bylaw Deletes s. 10 (d) and renumbers 10 (e) as 10 (d) Adds sections 10(e) to 10 (g) Adds minimum safety requirements for Secondary Suites Amends Damage Deposit requirements	June 6, 2017

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**VILLAGE OF LIONS BAY**

**BUILDING BYLAW NO. 234, 1994**

**A Bylaw for the Administration of the Building Code**

WHEREAS the Municipal Act provides that Council may, for the health, safety and protection of persons and property, by bylaw regulate the construction of buildings and structures, prescribe conditions generally governing the issuance and validity of permits, inspection of works, buildings and structures and provide for the levying and collecting of permit fees and inspection charges;

NOW THEREFORE the Council of the Village of Lions Bay in open meeting assembled ENACTS AS FOLLOWS:

**CITATION**

1. This Bylaw may be cited for all purposes as “Building Bylaw No. 234, 1994”.  
[Amended by Bylaw No. 524]

**DEFINITIONS**

2. In this Bylaw:

“agent” means a person authorized in writing to represent the owner of property for any purpose related to this Bylaw;

“builder” means any person, whether an owner, agent, contractor or otherwise who carries out any construction, alteration, repair or demolition of a building or other structure;

“building” means any structure used or intended for supporting or sheltering any use or occupancy;

“building code” means the regulations made by the Minister of Municipal Affairs under Section 740 of the Act;

“building inspector” means a person appointed by Council as building inspector for the Village and includes his lawful deputy;

“building permit” means that certain document authorizing construction, the form of which is set out in Schedule “A” to this Bylaw;

“building permit fee” means the fee payable to the Village for a building permit as set out in Fees Bylaw No. 497, 2016, as amended;

[Amended by Bylaw No. 524]

“contractor” means a person who contracts with an owner or the owner's agent to undertake work on a structure, and includes a subcontractor;

“field review” means those reviews of the work,

- (a) at a project site of a development to which a building permit relates, and
- (b) where applicable, at fabrication locations where building components are fabricated for use at the project site,

that a registered professional in his professional discretion considers necessary to ascertain whether the work substantially complies in all material respects with the plans and supporting documents prepared by the registered professional for which the building permit is issued.

“medical health officer” means the person appointed to that position from time to time under the Health Act;

“registered professional” means

- (a) a person who is registered or licensed to practice as an architect under the Architects Act, or
- (b) a person who is registered or licensed to practice as a professional engineer under the Engineers and Geoscientists Act;

“secondary suite” has the same meaning as defined in Zoning and Development Bylaw No. 520, 2017;  
[Amended by Bylaw No. 524]

“site plan” means a survey plan of the parcel on which a building or foundation is or will be located prepared by a British Columbia Land Surveyor showing the location of the foundation in respect to:

- (a) the parcel boundary including lot line, bearings, distances and total area;
- (b) the lowest floor elevation of the proposed or existing structure in relation to the bench mark;
- (c) the elevation of natural grade at all exterior corners of the proposed structure and any existing structures on the parcel with a contour survey of lot area; and
- (d) the location and description of the bench mark used to obtain indicated elevations;

“stop work notice” means a notice in writing, the form of which is set out in Schedule “B” to this Bylaw, requiring the immediate suspension of all construction, alteration, repair or demolition of all or part of the structure to which the notice is attached;

“structure” means any construction fixed to, supported by or sunk into land or water but excludes a fence, and includes a building;

“value” means the fair market value including materials and labour as estimated by the Village from the submitted and accepted plans and specifications pertaining to the application for a building permit and verified by Schedule “C” of this Bylaw;

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“Village” means the Village of Lions Bay as incorporated under the Municipal Act or the geographical area within its boundaries, as the context requires.

**APPLICATION OF BYLAW**

3. This Bylaw applies to the design and construction of new structures and the alteration, reconstruction and demolition of existing structures within the boundaries of the Village.

**REFERENCED DOCUMENTS**

4. In the case of conflict between the provisions of this Bylaw and those of documents incorporated by reference or referred to in this Bylaw, other than the building code, the provisions of this Bylaw govern.

**PROHIBITION**

5. Every person commits an offence contrary to the provisions of this Bylaw who:
- (a) starts or authorizes any construction, alteration, repair or demolition on or related to a structure unless:
    - (i) the building inspector has issued to the owner or his agent a valid building permit; and
    - (ii) Section 6 of this Bylaw has been complied with;
  - (b) occupies, uses or permits to be occupied or used any structure or part thereof contrary to the terms of any permit, notice or certificate issued by the building inspector;
  - (c) unless authorized by the building inspector in writing, reverses, alters, defaces, covers, removes or in any way tampers with any notice or certificate affixed to any structure pursuant to any provision of this Bylaw;
  - (d) does any work that is at variance with the description, plans and specifications for the structure, work or thing for which a permit has been issued, unless such change has been approved in writing by the building inspector;
  - (e) obstructs entry on private property in compliance with this Bylaw by a Village officer or employee;
  - (f) continues work on any construction, alteration, repair or demolition following the posting of a stop work notice;
  - (g) contravenes any provision of this Bylaw; or

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- (h) in relation to an application for any permit under this Bylaw, submits false or misleading information.

**DUTIES AND RESPONSIBILITIES OF THE OWNER**

- 6. Every owner or his agent shall:
  - (a) obtain a permit before commencing any clearing or excavation;
  - (b) obtain permission for use of Village property during construction used for dumping, storage or parking of construction equipment;
  - (c) obtain a building permit before commencing any construction, repair, alteration or demolition to a structure including, without limiting the generality of the foregoing:
    - (i) an addition to floor area or height;
    - (ii) removal of all or a portion of a structure;
    - (iii) construction of, cutting into, or removal of any wall, partition, column, beam, joist or floor;
    - (iv) any change to or closing of any required means of access;
    - (v) any change to the fixtures, equipment, cladding or trim;
    - (vi) the placing, repair or alteration of any structure designed, constructed or manufactured to be moved from one place to another to provide accommodation for any purpose;
    - (vii) the installation of a permanent swimming pool under Section 13; and
    - (viii) installation of or repairs to chimneys or fireplaces;
  - (d) before conducting the waste from plumbing fixtures or trade waste to a public sewerage:
    - (i) determine that the waste will be discharged into a sewage disposal system approved by the medical health officer and that the sewage disposal system approved by the medical health officer is at a sufficient depth and of a capacity to receive the discharge; and
    - (ii) arrange the plumbing and drainage to suit the location of the connection provided by the Village or other authority;
  - (e) deliver to the building inspector records of the results of any test of material, if the tests are made to ensure conformity with the requirements of the building code or of this Bylaw;

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- (f) when required in writing by the building inspector, uncover and replace at his own expense any work that has been covered contrary to the provisions of this Bylaw;
  - (g) deliver to the building inspector a certificate from an independent testing agency or manufacturer as to the safety of a solid fuel burning appliance after installation in accordance with this Bylaw;
  - (h) install and maintain a sound barrier for any case where heat pumps are used; and
  - (i) notwithstanding any other provision of this Bylaw, whenever any work to be done which requires a building permit under this Bylaw is of a specialized or technical nature, the building inspector may require as a condition of issuance of a building permit that:
    - (i) all drawings, specifications and plans, or any part thereof, be prepared and signed by and the construction carried out under the direct supervision of a registered professional; and
    - (ii) such further tests be conducted or information provided as the building inspector may require for the safety of persons.

#### **DUTIES AND RESPONSIBILITIES OF THE BUILDER**

7. Every builder shall:
- (a) during any construction, alteration, repair and demolition ensure that all construction and safety requirements of this Bylaw and the building code are complied with;
  - (b) before starting or authorizing any construction or storage of material on Village property or on a highway located within the boundaries of the Village obtain a written licence to encroach from the Village Council;
  - (c) submit an up-to-date plan of survey prepared by a registered land surveyor and a site plan clearly showing the property lines, location of building, foundations before concrete is poured and the elevation of the lowest habitable floor area; and
  - (d) be responsible jointly and severally with the owner of the real property on which the work has proceeded for work undertaken and acknowledges that the Village assumes no responsibility for the design or construction of work undertaken.

#### **DUTIES OF THE BUILDING INSPECTOR**

8. The building inspector shall:
- (a) administer this Bylaw;

- (b) keep records of any application received, permits and orders issued, inspections and tests made, and shall retain copies of all papers and documents connected with the administration of this Bylaw, all for at least seven years; and
- (c) not act in the capacity of an engineering or architectural consultant.

### **POWERS OF THE BUILDING INSPECTOR**

9. (a) The Building Inspector may enter on any real property between 9:00 a.m. and 5:00 p.m. on Monday to Friday of any week for the purpose of administering or enforcing this Bylaw and determining if this Bylaw is being complied with.

#### **Refusal of a Building Permit**

- (b) The building inspector may refuse to issue a permit if:
  - (i) the information submitted is inadequate to determine compliance with, or is contrary to the provisions of, this Bylaw;
  - (ii) the information submitted is incorrect;
  - (iii) the issuance is prohibited by or contrary to a provision of another Bylaw, Act or regulation; or
  - (iv) the results of tests authorized or required under the building code or by a regulation of the Village proves that materials, devices, construction methods, structural assemblies or foundation conditions do not provide the level of performance required by the building code.

#### **Revoking a Building Permit**

- (c) The building inspector may by delivery of a written notice of revocation in the form of Schedule "F" attached to this Bylaw to a permit holder revoke a permit where:
  - (i) there is a contravention of any term or condition under which the permit was issued;
  - (ii) there is a contravention of any provision of the building code or of this or another bylaw of the Village;  
[Amended by Bylaw No. 524]
  - (iii) the permit was issued on the basis of incorrect information supplied by the owner or agent; or
  - (iv) the results of tests authorized or required under the building code or by a regulation of the Village proves that materials, devices, construction methods, structural assemblies or foundation conditions do not provide the level of performance required by the building code.

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**BUILDING PERMITS**

Application for a Permit

10. (a) Application for a building permit shall:
- (i) be made in the form of a Schedule “C” attached to this Bylaw;
  - (ii) be signed by the owner or his agent;
  - (iii) state the intended use of the proposed structure;
  - (iv) include two copies of specifications and scale drawings of the structure with respect to the work that is to be carried out, showing it in respect to the parcel on which the structure is or will be situated and including:
    - (a) the dimensions of the structure;
    - (b) the proposed use of each room or floor area;
    - (c) the dimensions of and the area of the parcel on which the structure is or will be situated, including its location in respect of the parcel boundaries;
    - (d) where a structure exists on the parcel at the time of application, a site plan showing the existing location and the proposed new building location of the structure;
    - (e) the height, horizontal dimensions and use of all existing structures on the parcel;
    - (f) the technical information specified in the building code and other parts of this Bylaw required to be included on the drawings relating to those parts;
    - (g) if required by the Building/Plumbing Inspector, the location and size of every drain and of every trap or inspection piece that is on a drain;
    - (h) if required by the Building/Plumbing Inspector, the size and location of every soil or waste pipe, trap and vent pipe and the plans and specifications shall contain complete design and calculation criteria and shall contain the name and address of the designer;
    - (i) a drawing showing the location and size of the septic tank and field;
    - (j) information illustrating all features of the design of the structure; and
    - (k) certified drawings by a registered professional if required;



- (v) be accompanied by 50% of the estimated permit fee set out in Fees Bylaw No. 497, 2016, as amended;

[Amended by Bylaw No. 524]

- (vi) contain all other information necessary to establish compliance with the building code and with this Bylaw;

and where dimensions, specifications and scale drawings are required to be stated they shall be stated in metric measurement or imperial or both.

Application for Buildings Requiring Specialized Technical Knowledge and Assembly or Public Use Buildings and Requirement for Registered Professional

- (b) (1) The Building Inspector may require professional design and field review in respect of a building permit for
  - (i) a building that falls within the scope of Part 3 of the Building Code;
  - (ii) structural components of a building that falls within the scope of Part 4 of the Building Code (as amplified in Appendix A of the Building Code); and
  - (iii) a building or structure in respect of which the Building Inspector determines that site conditions, size or complexity so warrant.
- (2) Prior to the issuance of a building permit, where the Building Inspector requires professional design and field review, the Owner shall submit Letters of Assurance as set out in the current edition of the B.C. Building Code
  - (i) confirming that he has retained the necessary coordinating Registered Professional; and
  - (ii) incorporating the assurances of the Registered Professional that the plans and supporting documents submitted with the application for a building permit substantially comply with the building code and other applicable enactments respecting safety and their commitment for field review.
- (3) Prior to occupancy of a building in respect of which a Building inspector has required professional design and field review, the Owner shall submit Letters of Assurance as prescribed in the current edition on the B.C. Building Code incorporating the assurances of the Registered Professional that
  - (i) the professional field review has been completed for every applicable discipline;
  - (ii) the construction substantially conforms with the plans and supporting documents with which the building permit was issued.

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Issuance of a Permit

- (c) Where;
- (i) a completed application has been made for a permit;
  - (ii) the proposed work set out in the application conforms with this and all other bylaws of the Village and the building code;
  - (iii) the applicant for a permit has paid the balance of the fee prescribed and as set out in Fees Bylaw No. 497, 2016, as amended; and [Amended by Bylaw No. 524]
  - (iv) letters of assurance if required from the Owner have been provided;

the building inspector shall then issue a building permit for which the application is made.

- (d) If, in the opinion of the Building Inspector, the character of the work is sufficiently described to Building code standards in the application, he may waive the filing of plans required pursuant to Section 10 (a) (iv) provided the value of such work does not exceed one thousand dollars (\$1,000.00).

Expiration of a Building Permit

- (e) Every building permit is issued on the condition that the building permit expires and the rights of the owner or their agent under the building permit terminate if:
- (i) the work authorized by the building permit is not commenced within 6 months from the date of issuance of the building permit;
  - (ii) the work is discontinued for a period of 6 months; or
  - (iii) the work is not completed within 24 months of the date of issuance of the building permit.

Extension of a Building Permit

- (f) The Building Inspector may extend the periods set out under section 10 (e) (i) and (ii) once only for an additional period of 6 months, if construction has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the control of the owner or their agent, or if the size and complexity of the construction warrants, if application for the extension is made at least 30 days prior to the date of building permit expiration.

Renewal of a Building Permit

- (g) The Building Inspector may renew a building permit once only for an additional period of 24 months upon payment by the owner or their agent of the requisite fee pursuant to Fees Bylaw No. 497, 2017, as amended.

[Amended by Bylaw No. 524]

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Accessory Buildings Less Than Ten (10) Square Metres (107 Square Feet)

- (h) Accessory buildings not greater than 10 square metres in building area used for storage purposes only may be placed or constructed to Building Code standards without a building permit provided they do not create a hazard and further provided that such building complies with the siting for accessory buildings and site coverage requirements as set out in the Zoning Bylaw and any other applicable provisions, including those of a development permit.

**SECONDARY SUITES**

10.1 A secondary suite must meet the following requirements:

- (a) All secondary suites must be recorded in a registry maintained by the Village;
- (b) Newly constructed secondary suites must comply fully with the requirements of the BC Building Code and adhere fully to Village bylaws and policies;
- (c) A new secondary suite must be inspected and approved for compliance with all Code requirements by way of a building permit application;
- (d) Existing secondary suites must be brought into compliance with the following minimum safety requirements:
  - (i) Installation of interconnected smoke alarms with CO2 detectors;
  - (ii) Fire-rated doors separating the secondary suite from the principal building;
  - (iii) Minimum rating requirements for ceilings as approved by the authority having jurisdiction;
  - (iv) Mandatory bedroom exit route(s) to meet the BC Building Code or its regulations.
- (e) Where a dwelling has a septic system or field, extra demand on that system or field from the secondary suite must not cause its capacity to be exceeded;
- (f) The principal entrance to a secondary suite must be a separate exterior entrance from that of the principal dwelling unit;
- (g) The secondary suite and the principal dwelling unit shall not be served by separate water service lines.

[Amended by Bylaw No. 524]

**INSPECTION**

- 11. (a) Every holder of a building permit authorizing construction on real property shall give at least two days' notice ("day" being a day on which the offices of the village are open) , to the building inspector to obtain an inspection and written approval of the following work:
  - (i) after foundations are complete, subject to paragraphs 11(a) (ii) and (iii) herein;

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- (ii) after forms for footings and foundations are completed, but prior to the placing of any concrete therein where concrete foundations are being used;
  - (iii) after removal of form work from the concrete foundation where concrete foundations are being used;
  - (iv) after installation of perimeter drains (P.V.C. or equal) and damproofing but prior to back filling against the building;
  - (v) after framing and sheeting of the building are complete, including firestopping, bracing, construction or installation of fireplace, chimney, solid fuel-burning appliance, ductwork, electrical wiring or gas venting, but before any insulation, lath or other interior or exterior finishes are applied which would conceal such work;
  - (vi) plumbing - rough-in;
    - (a) water/sewer from property line to building; and
    - (b) rough in of sewer/water in building;
  - (vii) finished plumbing;
  - (viii) after insulation and vapour barrier have been installed, but prior to covering with drywall or other finish material;
  - (ix) after the building portion thereof complies for the purposes of provisional occupancy in accordance with Section 16(b), but before occupancy takes place; and,
  - (x) after all work is complete.
- (b) The building inspector may require an owner or builder to uncover any part of a construction which was covered before it was inspected and approved by the building inspector.

**DOCUMENTS ON SITE**

12. Every person to whom a building permit is issued shall, during construction, keep:
- (a) posted the building permit or a copy of it in a conspicuous place; and
  - (b) a copy of the approved drawings and specifications on the parcel in respect of which the permit is issued.

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**OUTDOOR POOLS**

13. (a) For the purposes of this section, a pool is a structure located wholly or principally in the ground and capable of containing water to a depth at any point of 610 mm or more, and with a surface area of 14 square meters. or more.
- (b) An outdoor pool shall be located in conformity with the siting regulations contained in the Village of Lions Bay Zoning Bylaw then in force.
- (c) An outdoor pool shall be surrounded by a level apron at least 1200 mm wide, wherever the water depth at the perimeter of the pool is greater than 500 mm and a distance of 900 mm from the pool wall where the depth is less than 500 mm.
- (d) Any area containing an outdoor pool shall be enclosed by a fence:
- (i) not less than 1200 mm high,
  - (ii) constructed without footholds or grips on the outside that children may use to climb into the enclosed area; and
  - (iii) any gate in which shall have a properly maintained self-latching device on the pool side of the enclosed area.
- (e) Swimming pool drawings submitted for permit approval must be sealed and signed by a professional engineer and a letter of design and supervision must be provided.

**DAMAGE DEPOSITS**

14. An applicant for a Building Permit or a Demolition Permit for other than an accessory building or structure as defined herein, but including a swimming pool, shall, at the time of the application, pay to the Village a damage deposit in accordance with Schedule 2 of Fees Bylaw No. 497, 2016, as amended, which sum may be used to cover the cost to the Village of maintaining, restoring or replacing any public works or public lands which are destroyed, damaged or otherwise impaired in the carrying out of work on the lot referred to in any Building Permit or Demolition Permit held by the applicant, and when the Village is satisfied that no further damage to public works or public lands will occur, any credit greater than the foregoing shall be returned to the applicant in respect of any Demolition Permit or any Building Permit authorizing works that have been completed, after the issuance of an Occupancy Permit, subject to inspection by the Public Works Manager.

[Amended by Bylaw No. 524]

**STOP WORK NOTICES**

15. (a) Where any structure, in whole or in part:
- (i) contravenes the building code or this or any other bylaw of the Village;

- (ii) contravenes the specifications of the plans submitted with the application for a building permit; or
- (iii) is being constructed without a permit having been issued by the building inspector

the Clerk-Treasurer or building inspector may issue a stop work notice generally in the form attached as Schedule "B" forming part of this Bylaw requiring suspension of any construction, alteration, repair or demolition by causing it to be attached to the structure or delivering a copy of the notice to the owner and, for so long as a stop work notice is in effect, no person shall work on that structure in contravention of the terms of the stop work notice;

- (b) The Building Inspector may direct the immediate suspension or correction of all or any portion of the work on any building, by attaching a notice to that effect on such premises, whenever it is found by him that such work is not being performed in accordance with the provision of the Building Code or any relevant Bylaws of the Village. Such notice shall remain posted on the premises until all work that is not being performed in accordance with the Building Code or this or any other Bylaw has been remedied to the satisfaction of the Building Inspector. No work, other than the required remedial measures, shall be carried out on the portion of the work affected by the stop work notice until such notice has been removed, and such notice shall only be removed by the Building Inspector; and
- (c) A stop work notice:
  - (i) shall not be rescinded until all violations have been corrected; and
  - (ii) may only be rescinded by the building inspector.

### **OCCUPANCY CERTIFICATE**

- 16. (a) No person shall occupy or permit the occupancy of a building before the building inspector has issued an occupancy permit in the form of Schedule "E" for the building after the construction authorized by the building permit is complete.
- (b) The holder of the building permit or the owner may request that a provisional approval be issued for a building, or part of a building, prior to the development being completed and being in full compliance with the Building Code and all relevant Bylaws, provided that:
  - (i) the use of the building would not jeopardize life, property or the health of the inhabitants;
  - (ii) the applicant deposits a cash security equivalent to the cost of the unfinished work with the Village and guarantees the said work will be completed within the time specified in the agreement covering the provisional approval; and

- (iii) no occupancy permit will be issued until all work has been completed according to the plans submitted for a building permit.
- (c) The building inspector may refuse to issue the occupancy permit if the building or part thereof does not comply with the health and safety requirements of the building code or of this or any other bylaw of the Village.

### **CORRECTION OF VIOLATION**

17. (a) Where:
- (i) a written notification of any violation of the provisions of this Bylaw relating to a structure has been given; or
  - (ii) any order directing the cessation of any work upon the structure has been issued,
- the building inspector shall not grant any permit for the construction, alteration or repair of the structure until;
- (a) the violations under this Bylaw have corrected; and
  - (b) all works in connection with the structure comply with the requirements of this Bylaw.
- (b) In the circumstances described in this Section, the building inspector may issue a permit in respect of the work necessary to bring the structure into compliance with this Bylaw or the Building Code.

### **CLIMATIC DATA**

18. Data for the design of a structure in the Village shall be as established by Chapter 1 of the Supplement to the National Building Code of Canada, 1992 entitled "Climatic Information for Building Design in Canada".

### **PENALTIES**

19. (a) Every person who does or permits anything to be done that is not permitted under this Bylaw or who neglects to do something required to be done under this Bylaw commits an offence contrary to the provisions of this Bylaw and is liable on summary conviction to a penalty of not more than \$2,000.00, in addition to the costs of prosecution.
- (b) Each day a violation is caused or allowed to continue constitutes a separate offence.

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**SEVERABILITY**

20. If any section, subsection, sentence, clause or phrase in this Bylaw is for any reason held to be invalid by a decision of a court of competent jurisdiction, the invalid portion shall be severed and such a decision shall not affect the validity of the remaining portions of the Bylaw.

**SCHEDULES AND FEES**

21. (a) Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended.
- (b) Schedules “A” through “C” and “E” through “F” inclusive are attached to and form part of this Bylaw.

[Amended by Bylaw No. 465 – Deletes Schedule D]  
[Amended by Fees Bylaw No. 497, 2016]

**REPEAL**

22. Village of Lions Bay Building Regulation Bylaw No. 49, 1976 as amended is hereby repealed.

READ A FIRST TIME this 3<sup>rd</sup> day of October, 1994.

READ A SECOND TIME this 7<sup>th</sup> day of November, 1994.

READ A THIRD TIME this 7<sup>th</sup> day of November, 1994.

RECONSIDERED AND FINALLY ADOPTED this 5<sup>th</sup> day of December, 1994.

REGISTERED by the INSPECTOR OF MUNICIPALITIES this  
13<sup>th</sup> day of January, 1995.



**SCHEDULE "A"**

**VILLAGE OF LIONS BAY**

**BUILDING PERMIT**

Lot \_\_\_\_\_ Block \_\_\_\_\_ District Lot \_\_\_\_\_

Street Address \_\_\_\_\_

Date Issued \_\_\_\_\_ Inspector \_\_\_\_\_

This card must be posted in a conspicuous place during Construction.

**NOTE:** The following inspections are required:

- (1) Form Inspection;
- (2) After Removal of Forms;
- (3) After Dampproofing of Concrete;
- (4) After Installation of Perimeter & Rainwater Drains;
- (5) Framing;
- (6) Plumbing - Rough-In;
  - (a) Water/Sewer from Property Line to Building; and
  - (b) Rough in of Sewer/Water in Building;
- (7) Roofing;
- (8) Insulation/Vapour Barrier;
- (9) Exterior Finishes (including siding);
- (10) Finished Plumbing;
- (11) Provisional Occupancy; and
- (12) Final Occupancy.

**SCHEDULE "B"**

**VILLAGE OF LIONS BAY**

**STOP WORK NOTICE**

Regarding building, or buildings situated at:

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Notice is hereby given that this building contravenes Village of Lions Bay Bylaws in respect of the following:

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Further work is prohibited until such infractions are corrected.

It is unlawful for any person to continue or recommence work on this building, or to remove this notice, without written authority of the Building Inspector.

DATED \_\_\_\_\_

\_\_\_\_\_  
BUILDING INSPECTOR  
Village of Lions Bay

SCHEDULE "C"

**BUILDING PERMIT APPLICATION**

**THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY, Lions Bay, B.C.**

**BUILDING PERMIT APPLICATION**

DATE: \_\_\_\_\_

VILLAGE OFFICE  
400 CENTRE ROAD  
P.O. BOX 141  
LIONS BAY, B.C.

BUILDING PERMIT #: \_\_\_\_\_

DATE OF ISSUE: \_\_\_\_\_

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ DISTRICT LOT: \_\_\_\_\_

STREET AND HOUSE NUMBER: \_\_\_\_\_

OWNER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

TELEPHONE NO. BUS.: \_\_\_\_\_ HOME: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

I/WE HEREBY MAKE APPLICATION IN ACCORDANCE WITH THE BUILDING BYLAW OF THE VILLAGE OF LIONS BAY TO CARRY OUT THE WORK AS SHOWN BELOW. I/WE HEREBY AGREE THAT ALL SUCH WORK SHALL BE DONE IN ACCORDANCE WITH THE BUILDING BYLAWS.

TYPE OF WORK: STATE WHETHER NEW CONSTRUCTION, RENOVATION, ADDITION, REPAIR, ETC.

1. TYPE & INTENDED USE OF BUILDING OR STRUCTURE: \_\_\_\_\_

BASEMENT: \_\_\_\_\_ CRAWL SPACE: \_\_\_\_\_

SLAB ABOVE GRADE: \_\_\_\_\_ OTHER: \_\_\_\_\_

2. DETAILS OF ALL EASEMENTS, RIGHT OF WAYS, or RESTRICTIVE COVENANTS are

Attached: \_\_\_\_\_ Marked on Site Plan: \_\_\_\_\_ Not Applicable: \_\_\_\_\_

3. DESIGNER NAME: \_\_\_\_\_

**SCHEDULE C REPLACED WITH NEW APPLICATION - see Forms & Applications on www.lionsbay.ca**

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

4. CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

5. ENGINEER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

6. HEATING: (CIRCLE)

(A) FUEL: GAS    ELECTRIC    OIL    PROPANE    WOOD    OTHER

(B) TYPE: WARM AIR    HOT WATER IN OR UNDER SLAB    OTHER

(C) VENTILATION

SIGNATURE OF OWNER OR AGENT: \_\_\_\_\_

**SCHEDULE C REPLACED WITH NEW APPLICATION - see Forms & Applications on www.lionsbay.ca**

**CHECKLIST:**

- a) Residential Buildings - 2 sets of plans  
(Site, Floor plans, Foundation plans, Cross sections, Elevations,  
Details and Specifications as required.) \_\_\_\_\_
- b) Engineered Buildings - Certified Letter of Supervision \_\_\_\_\_
- c) Septic Approval (Where applicable) \_\_\_\_\_
- d) Municipal Services:
  - Water \_\_\_\_\_
  - Sanitary \_\_\_\_\_
  - Storm Sewer \_\_\_\_\_ or Open Ditch \_\_\_\_\_
  - D/W Culvert \_\_\_\_\_
- e) Flood Plain Elevation \_\_\_\_\_
- f) Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SCHEDULE C REPLACED WITH NEW APPLICATION - see Forms & Applications on [www.lionsbay.ca](http://www.lionsbay.ca)**

VALUE OF WORK: \_\_\_\_\_

SIGNED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PERMIT FEE: \_\_\_\_\_

BUILDING INSPECTOR: \_\_\_\_\_

NOT VALID UNLESS SIGNED  
ISSUED IN ACCORDANCE WITH BUILDING REGULATION BYLAW.

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**SCHEDULE "E"**

**THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY, Lions Bay, B.C.**

**OCCUPANCY CERTIFICATE**

Certificate of Occupancy of a Building

Issued pursuant to Bylaw No.: \_\_\_\_\_

Address of Building: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Approved Occupancy: \_\_\_\_\_

The building constructed under authority of Building Permit No. \_\_\_\_\_ may now be occupied.

It is unlawful to change the class of occupancy of any building or part thereof without first obtaining an occupancy permit from the Building Inspector.

This certificate must be affixed to a conspicuous and permanent place in the said building and shall not be removed.

INSPECTOR: \_\_\_\_\_

PER: \_\_\_\_\_

DATE: \_\_\_\_\_

NOTE: The issuance of this Occupancy Certificate is not a representation or warranty as to the fitness for habitation or safeness of the building in question.

**SCHEDULE "F"**

**VILLAGE OF LIONS BAY**

**NOTICE OF REVOCATION OF BUILDING PERMIT**